University of Colorado

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EMPLOYEE SERVICES

Human Capital Management (HCM): Step-by-Step Guide

Automatic Termination (Auto Term)

This document contains information about the Auto Term process. Auto Term is used to automatically terminate employees in specific job codes based on the Expected Job End Date. The Expected Job End Date is the date on which an employee will be automatically terminated and is the last day worked. (It is the day before the termination effective date, which is the first day the employee is no longer working.)

The process runs on the 10th of each month at 10:00 p.m. It automatically terminates eligible employees that have an expected job end date (last day worked) that is prior to this process run date.

The Expected Job End Date can be specified through any of the following template-based transactions (TBTs):

- Hire, Rehire, Additional Job
- Transfer
- Job Change

Work Location - Expected Job End Date	
Expected Job End Date (Used for Auto Term)	[31]

Note: Expected Job End Date does not carry forward to a rehire or transfer transaction.

Auto Term Schedule and Process

The Auto Term process runs on the 10th of the month, and performs the following tasks:

1. Evaluate all active employees with an Expected Job End Date. The process looks at the pay frequency that is on the pay groups for the selected population.

   Pay Frequency:

   - B = Bi-weekly (previous month of auto term process). Bi-weekly EIDs will auto-term for the previous month the process runs.

   - M = Monthly (current month of auto term process). Monthly EIDs will auto term for the current month the process runs.

2. Reject employees with:

   - Ineligible job codes.

   - An empl record with a future-dated transaction.

   - Benefit enrollment (basic life, medical, mandatory retirement such as PERA or ORP)

   Note: This process only terminates active employees. If an employee is on Leave, Paid Leave, or Short Work Break, they need to be returned to active status before the Auto Term process runs for the effective month an employee needs to be evaluated for the Auto Term process.

3. Initiate process to end jobs automatically. This process terminates eligible employees (change status to terminated and stop pay). The process results are reflected in Job data with an inserted row where Action = Termination, and Reason = End of Appointment. The termination effective date is the date after the Expected Job End Date.

4. Report errors.

5. Notify ES/UIS and Campus HR that process has run.

Campus Verification – Before and After Auto Term

HCM department users should follow campus guidelines for preparing for Auto Term to run and for evaluating results.

Before Auto Term Runs

Determine if any employee records need to be updated. Run the CUES_HCM_AUTO_TERM_EXPC_END_DT query for a listing of employees who will be automatically terminated. This query returns data for employees with an Expected Job End Date that may be subject to termination by the next Auto-Termination process

After Auto Term Runs

After the process runs, campuses should run the following queries:

- CUES_HCM_AUTO_TERM_INELIGIBLE – This query looks at the last complete Auto Term process and reports which empl records were evaluated and determined to be ineligible for Auto Term. The output includes the reasons for ineligibility, which are being derived and populated in the custom record by the CU evaluation process.

- CUES_HCM_AUTO_TERMINATED - This query details which empl records from the last successful Auto Term evaluation run were determined to be eligible for Auto Term.

Eligible Job Codes

Only employees in the following employee groups and job codes are eligible for the Auto Term process:

Employee Group	Job Code
Temporary Researcher	1314, 1313
Temporary Lecturers	1419
Student Faculty	1500-1599
Temporary University Staff	2582
Working PERA retiree	2583
Working ORP retiree	2585
Temporary (alternate funding)	2702
Medical Residents	3100-3199
Fellowship	3200-3299
Student Employees	4100-4199
Temporary Aide (Classified)	P1A1XX